CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • APRIL 24, 2025

Commission/Board Meeting **COUNCIL CHAMBERS** **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-477:** Parks and Recreation Meeting Report - March 27, 2025
Parks and Rec Meeting Mins - March 2025.pdf

3. UNFINISHED BUSINESS

: **2025-478:** JMP Pool and Thrasher Contract
JeffersonPoolMasterPlan_LOGO.pdf
pool renderings.pdf

: **2025-479:** Activation and Programming of Parks

: **2025-480:** Capital Improvement Projects (CIP) Schedule

: **2025-481:** Dedication of Coach Glen Edwards Plaque

: **2025-482:** Parks and Recreation Budget
P&R March 2025 Financials.pdf

4. NEW BUSINESS

: **2025-483:** Charles Town Tree Board Business
Tree Request.pdf

: **2025-484:** Charles Town Parks and Recreation Commission Discussion

: **2025-485:** Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat and Other Parks

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-477: Parks and Recreation Meeting Report - March 27, 2025

ATTACHMENTS:

- Parks and Rec Meeting Mins - March 2025.pdf

City of Charles Town

Parks and Recreation Commission Report March 2025

27 March 2025 / 6:00 PM / City Hall

Agenda Packet link:
https://d3n9y02raazwpg.cloudfront.net/charlestownwv/148fe303-d8dd-11ef-a9e2-005056a89546-74cf6f28-b229-4cb7-99f3-3c7895906f23-1742833889.pdf

I. CALL TO ORDER:

Persons Present: Commissioners Present: Elizabeth Ricketts, James Kratovil, Nick Zaglifa, Alden Roth, Nate Hartman, Trudy Roth

Virtual: Mike Slover

Staff: John Nissel

Guest: Aaron Amore

II. APPROVAL OF MINUTES:

February 2025 - *Approve*- **Motion:** J Kratovil; **2nd:** N. Hartman
Unanimous

III. UNFINISHED BUSINESS

2025-359: Activation and Programming of Parks

Previously tabled. Motion to remove from table
Motion: *J. Kratovil;* ***2nd:*** *A. Roth*
No Objection

John Nissel explained that the Spring and Summer Tennis Programs are beginning soon, keeping the fee structure the same as last year, but it may go up next year. He also informed that security cameras and signs have been installed at Willingham Knolls and the Skate Park, which seem to be deterring vandalism and dumping.

Commissioners discussed other park improvements and potential programming opportunities to activate the city's various parks while the pool is closed and under construction. Potential ideas and improvements include:

-Adding port-a-johns to Willingham Knolls and the Skate Park

-Temporary Sprinklers or Slip-n-Slide event

-Family Movie Night at the Depot Park, in conjunction with Jefferson County P&R because they have the equipment. We could also ask them to bring the mobile recreation van to the movie night or other events.

-An introductory skateboarding clinic at the Skate Park. Alden Roth volunteered to do more research on this and present it in April.

-A corn hole tournament with food trucks at the Skate Park.

-Some type of walking or running event at our parks. Potentially, a walk-a-thon to benefit cancer research or a race to activate the parks. Alden Roth volunteered to do more research on this and present it in April.

-A Pickleball Tournament

-A 3v3 Basketball Tournament

John Nissel informed the Commissioners that they will be advertising the new staff position of Deputy Parks Director for at least a month and would like that hire to start on July 1 to align with the City's fiscal budget.

No Action.

2025-360: JMP Pool and Thrasher Contract

Elizabeth Ricketts updated the Board about the issues with Thrasher designs not meeting ADA compliance requirements and new Splash Pad renderings. Commissioners suggested changing the metal mechanical enclosure's paint color from brown to a more appealing, light or dark green.

No Action.

2025-232: Tree Board Business

Tree Board President Aaron Amore informed the board about the forthcoming upgrades at Craighill Estates on May 3rd or 4th, where they will plant trees and shrubs to help with stormwater runoff and soil erosion caused by mowing. For Arbor Day, 4/26, they are planting 29 trees (not sure what specific trees), including a suggested pine tree that could become Charles Town's Christmas Tree. They have not decided where the trees will be.

At Blooms and Blossoms, 4/12, the Tree Board will have volunteers tabling and raffling off a Redbud Tree.

On 3/29, the Tree Board and a group of volunteers planted a pollinator garden on the hillside under the utility lines at the Skate park, which will help stabilize the slope. He explained forthcoming upgrades to the original pollinator garden as well. Also brought to the attention were two lots: Lot 137, owned by the Jefferson County Parks and Rec, and Lot 147, owned by the Charles Town Building Commission. He suggested using Lot 147 to have a shaded area at the skate park.

At Evitts Run Park, they are going to plant small trees and shrubs to help prevent kids from running out

into Liberty Street and to slow car traffic, but keeping them low enough so that police are still able to see what's happening in the park from their cars when patrolling.

No Action.

IV. NEW BUSINESS

2025-362: Property for Sale Near Evitts Run Park

Elizabeth Ricketts informed the board about a vacant lot for sale, and John Nissel handed out maps for visualization. Commissioners discussed the potential benefits and drawbacks of the land, including that the adjoining house is encroaching on this property, and potentially asking the Seller to donate the land to the City. Staff will research the lot and provide potential next steps.

No Action.

2025-363: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

Jefferson Memorial Park: The replacement slide for the playground situated along S. Mildred St. has been ordered and will be installed once it arrives. There is a landscape beautification project that will happen around the rock garden near the pool, but they will limit what they are doing because of the pool construction this year. For the "Rotary Day of Service", John Nissel has suggested they paint the park's picnic tables (not the Girl Scout picnic tables). New benches have been ordered for the basketball courts. Tennis Park lights have been replaced with LEDs. New nets will be purchased for the basketball courts and the soccer field goals. Lines will potentially be painted on the soccer field during the summer. A new net will be put up between the poles at the volleyball court. The utility pole that fell down during a wind storm will be replaced with a new utility pole.

Evitts Run Park: The bathrooms will be opened for the season soon, but it's unclear when they will be open. They have ordered bike racks for the Liberty Street buffer.

The Evitts Run bridges should be installed in the next two weeks, with the Skate Park bridge being built first.

Skate Park: Benches and picnic tables have been ordered and will be installed. They will be bolted to the ground. Video Monitoring has been installed. Power company will install LEDs to illuminate the park at night.

Willingham Knolls Park: Video Monitoring has been installed.

Depot District Park: No Trespassing signs have been removed. The Girl Scout picnic tables donated last year will be placed at this park.

The Parks Deputy Director position will be posted soon, with the selected candidate starting July 1.

No Action.

2025-364: Capital Improvement Projects (CIP) Schedule

John Nissel explained his ideas and requests for the 5-year CIP:

2025

$40,000 - Create a Master Plan for the Depot Land Park

$75,000 - Replace the playground along S. Mildred. St. at Jefferson Memorial Park.

$X (Cost Still Being Researched) - Rehab and resurface the JMP tennis courts, add new fencing and nets. Discussed adding a fourth court, plus where and how many pickleball courts to paint, but did not come to a decision.

$125,000 - Develop a Parks Master Plan

$12,000 - Install Disc Golf course and equipment at Willingham Knolls.

2026

$15,000 - Two pavilions at JMP need new roofs. Nate Hartman suggested adding solar panels to the roofs.

2028

$350,000 - $400,000 - Replace the Morrison Ave playground at JMP, including the use of Pour-n-Play for the playground surface.

The City was awarded an *EPA Thriving Communities Grant* for $350,000 that must be used for planning in 2025 with a focus on the old town areas of Evitts Run.

No Action.

V. ADJOURNMENT: 07:54 PM

VI. NEXT MEETING: **Thursday, April 24th** 6PM at City Hall.

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-478: JMP Pool and Thrasher Contract

ATTACHMENTS:

- JeffersonPoolMasterPlan_LOGO.pdf
- pool renderings.pdf

CONCEPTUAL RENDERING

1. CONCESSION STAND/LIFE GUARD LOUNGE
2. POOL HOUSE/LOCKER ROOM
3. COVERED PAVILION
4. SPLASH PAD
5. MECHANICAL ROOM
6. SHADE SAIL
7. POOL
8. PICNIC TABLES

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



1. CONCESSION STAND/LIFE GUARD LOUNGE
2. POOL HOUSE/LOCKER ROOM
3. COVERED PAVILION
4. SPLASH PAD
5. MECHANICAL ROOM
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JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

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ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

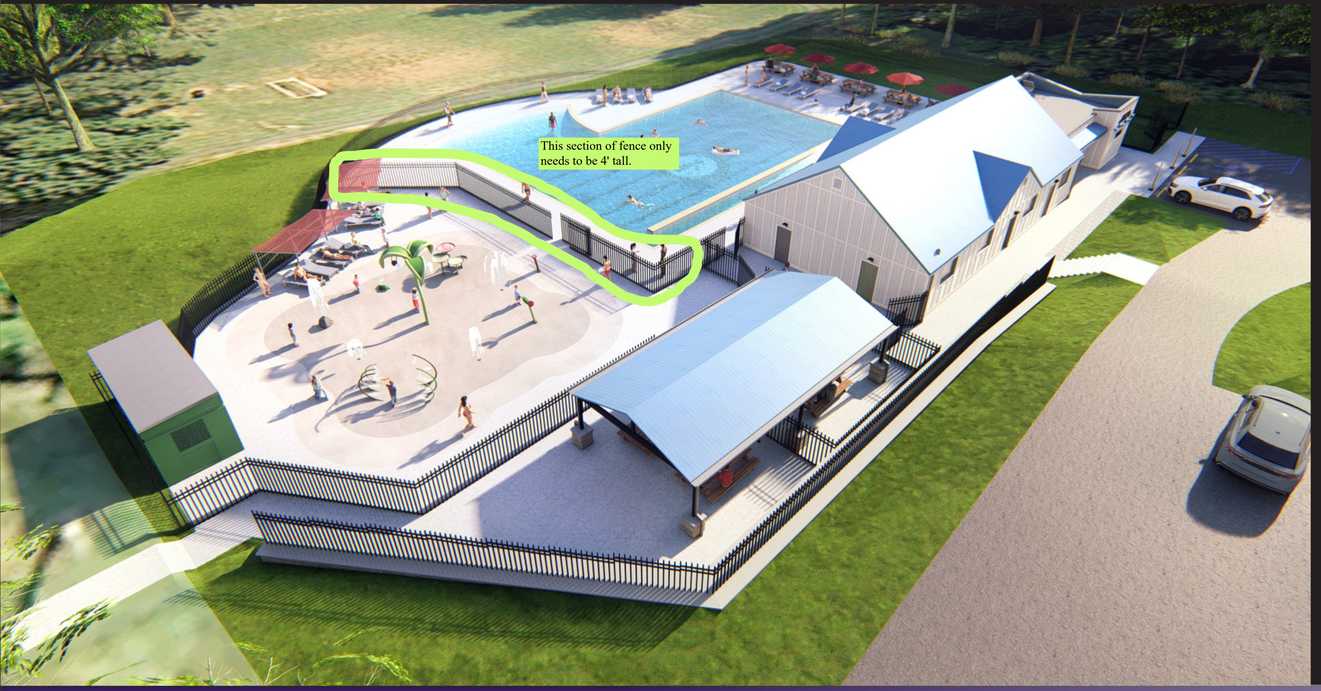
THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING









CITY OF CHARLES TOWN 1786

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING

Make all doors and rollup window black.

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING

R:\030\T30-11247.00 - Jefferson Memorial Park Pool Reno\Correspondence\From Aquatix\20250317-Revised Layout plan and CAD

Look at the splash pad visual here from Aquatix. The middle feature doesn't quite match.

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

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101 East Washington Street
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Meeting: 04/24/25
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-479: Activation and Programming of Parks

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-480: Capital Improvement Projects (CIP) Schedule

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-481: Dedication of Coach Glen Edwards Plaque

The Board of Parks and Recreation will consider a waiver of the rental fee on pavilion #3 for the dedication ceremony on July 12, 2025.

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-482: Parks and Recreation Budget

ATTACHMENTS:

- P&R March 2025 Financials.pdf

the city of Charles Town, WV

FY 2025 P&R Budget

REVENUES	FY 2025 CURRENT BUDGET	FEBRUARY 2025	MARCH 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	113,000			113,000	-	100%	
00 Pool Admission	20,000			7,707	(12,293)	39%	
01 Pool Concession Stand	2,410			984	(1,426)	41%	
02 Pool Rental	4,000			1,380	(2,620)	35%	
03 Pool Passes	3,000			2,241	(759)	75%	
04 Swimming Lessons	9,000			12,275	3,275	136%	
07 Pavilion Rental	4,500		300	1,100	(3,400)	24%	
12 Hotel/Motel	100,000	6,199	4,894	62,086	(37,914)	62%	
14 Tennis CIP Donations	-			800	800		
21 Junior Tennis			645	1,265	1,265		
22 Tennis Lessons	9,000			6,046	(2,954)	67%	
38 Interest	-	127	144	1,134	1,134		
39 Contributions from GF	20,000			20,000	-	100%	
TOTAL REVENUES	**284,910**	**6,326**	**5,983**	**230,018**	**(54,892)**	**81%**	

EXPENSES	FY 2025 CURRENT BUDGET	FEBRUARY 2025	MARCH 2025	FY 2025 YEAR TO DATE	FY 2025 BUDGET BALANCE	FY 2025 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	52,000			43,990	(8,010)	85%	Pool - 20 Part-time employees Tennis - 11 Part-time employees
04 FICA Tax Expense	4,160			3,428	(732)	82%	FICA @ 7.65% of Salary
08 Overtime	-			1,022	1,022		
11 Telephone	900			371	(529)	41%	Jefferson Memorial Pool Phone Line
12 Printing	-			-	-		
13 Utilities	7,500	312	260	6,822	(678)	91%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $4,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $3,500
15 Buildings and Grounds	6,000			2,606	(3,394)	43%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Driveway sealer ($1,087), Shingles, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies. Recommend assessing needs for FY25.
16 Pool supplies and equipment	11,000			1,011	(9,989)	9%	Tabs - $4,910, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. Total in FY23 = $10,079. Recommend at least $11,000 on this line. Reclassing from Departmental Supplies.
18 Postage	-			-	-		
20 Advertising/Legal Pub	100			19	(81)	19%	Publishing fees
21 Training	500			-	(500)	0%	CPR/First Aid training
26 Insurance & Bonds	4,000			2,140	(1,860)	54%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	643	814	27,207	(22,793)	54%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000 Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
32 Bank Charges	-			-	-		
37 Other Fees/Taxes	150			-	(150)	0%	Pool permit fee Health Department
41 Departmental Supplies	15,000	195	76	1,243	(13,757)	8%	Supplies ($256). Floats and whistles ($250), AED machine ($1,700)
42 Concession Stand Supplies	-			605	605		We can roll these costs under Departmental Supplies. No need for a separate line item.
45 Uniforms	600			351	(249)	59%	Jr. Tennis Girls and Boys Shirts and Jackets. Recommend $600
59 Capital Outlay	100,000			-	(100,000)	0%	
99 Contingencies	33,000			-	(33,000)	0%	
TOTAL EXPENSES	**284,910**	**1,151**	**1,150**	**90,816**	**(194,094)**	**32%**	
REVENUES OVER EXPENSES	**-**	**5,176**	**4,833**	**139,202**	**139,202**		

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
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SCHEDULED

AGENDA ITEM (ID #)

2025-483: Charles Town Tree Board Business

Items to discuss:

- Arbor Day
- Craighill Estates Trail Tree Planting
- Tree/Bench Dedication Request

ATTACHMENTS:

- Tree Request.pdf

Carolyn Vezzosi

From: noreply@revize.com
Sent: Thursday, April 17, 2025 3:56 PM
To: Carolyn Vezzosi
Cc: noreply@revize.com
Subject: Contact Us

Follow Up Flag: Follow up
Flag Status: Completed

cvezzosicharlestownwvus = cvezzosi@charlestownwv.us
first_name = Tara
last_name = Largent
email = tara@cornerstonelawnservices.com
phone = 3049301793
issue = I work for Cornerstone Lawn Services LLC and we would like to donate and install a tree and bench with a plaque in loving memory Alana Williams a young lady who was tragically killed in a car accident right before her 18th birthday and graduation. I am unsure if I can contacting the correct department and would greatly appreciate any directions you may be able to offer for this request.
preferred_contact = email
Client IP = 76.21.230.234
Beware - This email comes from outside the City of Charles Town.

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-484: Charles Town Parks and Recreation Commission Discussion

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/24/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-485: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat and Other Parks

ATTACHMENTS: